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Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010024-5

LD/Pers

PLRS 15-0101

17 January 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
17 January 1975

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1. Campus Problems: [REDACTED]

professional recruiter, was forced to interview candidates from the University of Virginia at his motel this week when the Placement Director called to advise him that the campus was covered with posters and placards warning students that CIA would be on campus and asking them to refuse to be interviewed by a CIA representative. He followed proper recruitment procedures.

2. Application Returned: [REDACTED]

[REDACTED] recruiter, reported the first case of an applicant who returned his application with the statement that "in view of the current revelations in the media" he was no longer interested in applying to CIA.

3. Summer Interns: Three hundred sixty-five completed applications have been received for the Summer Intern Program. Of these, 31 have been accepted. Ten of the 16 from this past summer's class who are eligible to return have written that they wish to do so. Ninety percent of the interns have one or more years of graduate school. For the last three years, 75 percent were graduate students.

4. Co-op: Preliminary reports from offices using co-ops show that 75 percent of the co-ops graduating this year are interested in staff employment and are desired by the offices. This figure may be reduced through fund and slot limitations and security reinvestigations. In 1974, 53 percent of our graduating co-ops became staff employee. The national average for retention of graduating co-ops runs about 50 percent.

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5. Summer-Only Activity: We have now received 364 applications for "summer-only" employment. Three hundred fifty-six have been scheduled for testing thus far, of whom 289 have been tested. Seven applicants have been rejected and one cancelled.

6. Vacancy Notices: We have 15 active vacancy notices in circulation this week -- 10 professional and five clerical.

7. Position Management:

a. A meeting was held with the Chief, Commo Security Staff to discuss reorganization of the staff and provide guidance on organization, command structure, span of control, position occupational changes, etc.

b. A discussion was held with DDO/Plans on the establishment of 28 professional trainee positions on the DDO/Plans Staffing Complement. Ceiling will be provided by other components within the DDO.

8. Handicap Program: [REDACTED]

[REDACTED] of our Staff Personnel Division met with [REDACTED] of OTR to discuss the Handicap Program and to get suggestions on placing some materials into OTR training courses to publicize and explain the program. [REDACTED] was most helpful. To start, we will obtain a copy of the film "A Fighting Chance" (which we previously previewed and found satisfactory for our needs) and review it with [REDACTED]. From this beginning, we hope to build an interesting and informative "handicap" segment for presentation in appropriate OTR courses.

9. APP: We completed the additional comparative APP charts, requested by the Director, for the 21 January review.

10. Rehired Annuitant: During the week I approved the following rehired annuitant case for the Directorate of Administration:

[REDACTED] -- Office of Training  
Independent Contractor

11. Visit: [REDACTED] Chief, Military Personnel Branch, visited Headquarters, Sixth Naval District in Charleston, South Carolina this week. The purpose of his visit was to brief officials at that Headquarters who support the Agency's Naval Reserve Unit.

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12. Reserve Speaker: Rear Admiral C. Monroe Hart was the guest speaker at the Reserve Meeting on Monday, 13 January 1975. His topic was "U.S. Navy Today." Admiral Hart is presently assigned to the Department of Defense as the Director of Energy.

13. Income Tax Assistance: Income tax forms for Federal returns and for Maryland, Virginia and the District of Columbia have been received and stored in the building supply room. Arrangements for distribution of these forms has been worked out with the supply room supervisor. The Personal Affairs Branch/OP will provide assistance in answering field requests for forms. The Headquarters Notice advising employees of the availability of tax forms and assistance is expected to be released next week.

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14. Incentive Awards -- Regulation Changes: Editorial changes to a revision of [REDACTED] "Suggestion and Invention Awards," have been worked out with Regulations Control Staff, and the regulation is to be forwarded for authentication today. This revision will incorporate the new Special Achievement and Exceptional Accomplishment Awards.

15. Employee Activity -- Photo Exhibit: The Fine Arts Commission requested that the Photo Club exhibit be extended for one week, through the 22nd of January 1975.

#### Coming Events

1. The Annual Meeting of the Government Employees Health Association, Inc. (GEHA) will be held in the Auditorium at 10:00 a.m. on 24 January 1975. A Headquarters Notice has been published announcing this meeting and providing absentee ballots for those employees who wish to vote for the GEHA Board of Directors but will be unable to attend the meeting.

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2. [REDACTED] Chief, Plans Staff, will attend a CSC Conference on Personnel Management Evaluation on 22 and 23 January 1975.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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